

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE MATERIEL COMMAND HQ  
OPERATING INSTRUCTION 36-1**

**17 NOVEMBER 1995**

**Personnel**

**HEADQUARTERS FLAG DISPLAY  
AND HONORS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AFMC WWW site at:  
<https://www.afmc-mil.wpafb.af.mil/pdl/>.

---

OPR: HQ AFMC/CCQ  
(SrA Stacey M. Whirlow)

Certified by: HQ AFMC/CCQ  
(MSgt Thersea S. Thomas)

Pages: 5

Distribution: F

---

This operating instruction establishes policy, procedures, and responsibilities regarding the display of flags on the Headquarters (HQ) AFMC flag poles and the "Avenue of Flags." It applies to HQ AFMC and the 88 Air Base Wing. This operating instruction does not apply to Air Force Reserve units or members.

**1. Policy:**

1.1. Primary Flagpole. 20 X 30 foot United States flag will be flown continually and only be taken down for special retreat ceremonies, during inclement weather that may damage the flag or flagpole, or to replace a damaged flag. The flag will be raised as soon as practical after being taken down. During occasions when the flag must be flown at half staff, an 8 X 12 foot flag will be used in place of the 20 X 30 foot flag. A lanyard extender must be used with the 8 X 12 foot flag for proper display and operation.

1.2. Secondary Flagpoles. Normally, 8 X 12 foot flags will be flown on the eight poles that form a semicircle behind the primary pole. On special occasions, or during visits by distinguished persons, specific flag display configurations may be directed. No flags will be flown on the secondary poles when the United States flag is not displayed on the primary pole. At no time will the display configuration of the secondary flags differ from that of the primary flag.

1.3. Avenue of Flags. Flags will be displayed on the Avenue of Flags only on special occasions, at the direction of the HQ AFMC Commander, and only during daylight hours.

**2. Responsibilities:**

2.1. During normal duty hours (0730-1630), rotating HQ AFMC additional-duty flag detail team will raise, lower, change, and secure those flags/flagpoles not being displayed.

2.2. The HQ AFMC/CCQ will:

- 2.2.1. Provide general oversight and act as the office of primary responsibility.
  - 2.2.2. Ensure flag detail members are trained in the proper procedures for raising, lowering, and handling the flags.
  - 2.2.3. Ensure nine trained enlisted members are assigned to each flag detail team at all times.
  - 2.2.4. Notify the flag detail team chief when the HQ AFMC Command Post gives notification of weather conditions that require lowering the flags during the normal duty day.
  - 2.2.5. Notify HQ AFMC/CECH in the event of a malfunction to flag pole mechanism, floodlights, or flag damage.
  - 2.2.6. Notify 88 SPS Law Enforcement Desk Sergeant of any variation of normal display requirements.
  - 2.2.7. Notify HQ AFMC/CVEA of flag replacement requirements in order to ensure sufficient allocation of funds.
- 2.3. The HQ AFMC Command Protocol Office will:
- 2.3.1. Determine what flag display is required daily.
  - 2.3.2. Ensure the flag detail configures the flag display properly.
  - 2.3.3. Notify HQ AFMC/CCQ of any variation of normal display requirements.
- 2.4. The Base Weather Station will advise the HQ AFMC Command Post of any predicted weather that may damage flags or flagpoles.
- 2.5. The HQ AFMC Command Post Duty Officer will:
- 2.5.1. Notify either the HQ AFMC/CCQ or the Base Security Police (during nonduty hours) to strike flags due to weather watch or weather warning issued by the Base Weather Station.
  - 2.5.2. Flags will not be struck based on weather warnings/watches due solely to precipitation or snow.
- 2.6. The HQ AFMC/CECH will:
- 2.6.1. Provide a storage location to secure flags not being flown.
  - 2.6.2. As the HQ AFMC building manager, act as focal point for ensuring the Base Civil Engineer (BCE) performs periodic maintenance and lubrication of flagpoles and their mechanisms.
  - 2.6.3. Submit work orders to BCE for other required maintenance.
  - 2.6.4. Ensure flags are repaired.
- 2.7. The 88 SPS will:
- 2.7.1. After being notified by the HQ AFMC Command Post, lower flags during nonduty hours (1630-0730) when required by adverse weather conditions.
  - 2.7.2. Return flags to the appropriate configuration, after confirming configuration with Law Enforcement Desk Sergeant, if the weather threat ends before the next normal duty day.
  - 2.7.3. Assure that when not on display, flags and other equipment be placed in closet adjacent to guard desk at building 262, door 1 protocol entrance. (non-duty hours)

2.7.4. Check floodlights for proper illumination during nighttime hours and notify AFMC/CCQ, 0730 the following duty day, in the event of a malfunction.

### 3. Procedures:

#### 3.1. Flag detail:

3.1.1. Flag detail team duty shall be assigned by the HQ AFMC/CCQ from the headquarters additional duty list.

3.1.2. Flag detail duty for each of the rotating teams will be for one quarter.

#### 3.2. The following flags will be maintained for display:

3.2.1. Two - 20' X 30' United States flags (one for backup).

3.2.2. Nine - 8' X 12' United States flags (one for backup).

3.2.3. Four - 8' X 12' Ohio state flags.

3.2.4. Two - 3' X 5' United States flags on 12' poles.

3.2.5. One - 3' X 5' flag of each state (50 flag set) on 12' poles.

3.2.6. Nine - 8' X 12' AFMC flags (one for backup).

#### 3.3. Flag Configurations. Outlined in [Attachment 1](#).

#### 3.4. Severe Weather Response:

3.4.1. When wind speeds in excess of 25 knots are predicted by the Base Weather Station, all flags will be taken down to protect the flagpoles and prevent undue wear and tear on the flags.

3.4.2. In winds higher than 20 knots it may not be possible to lower flags as the lift on the flags may overcome the flagpole mechanism counterweights. Flag detail NCOIC or senior-on-duty security police have authority to determine whether the flags can be safely lowered. Accordingly, if winds over 25 knots are expected, the flags must be taken down before the winds exceed 20 knots.

3.4.3. The Base Weather Station will advise the HQ AFMC Command Post when winds in excess of 25 knots are expected.

3.4.4. During normal duty hours the Command Post will advise HQ AFMC/CCQ and the Command Protocol Office of adverse weather. Subsequently, HQ AFMC/CCQ will direct the on-duty flag detail team chief to lower flags.

3.4.5. During nonduty hours the Command Post will relay any adverse weather information to the 88 SPS Law Enforcement Desk Sergeant, who will dispatch the required number of on-duty security police to lower the flags.

3.4.6. The security police flag detail will leave the flags in the closet adjacent to guard desk at door 1 protocol entrance of building 262.

3.4.7. When the adverse weather conditions are no longer a threat, the Base Weather Station will notify the Command Post. The Command Post will advise HQ AFMC/CCQ or the Base Security Police Law Enforcement Desk Sergeant (during nonduty hours) to have the flags restored to the

appropriate configuration. Note that the security police will only restore the flags to the previous configuration if it is during nonduty hours.

**3.5. Special Configurations.** The Command Proto-col Office will determine if a special flag display configuration is needed and advise the HQ AFMC/ CCQ not later than 1200 on the preceding day or as soon as possible after formal notification. Display options are in [Attachment 1](#) of this operating instruction.

JULIE A. TILLER, Maj, USAF  
Commander, AFMC Headquarters SQ

**Attachment 1****FLAG CONFIGURATIONS**

**A1.1.** The following configuration will be used as directed for daily and special events:

A1.1.1. The United States flags will be flown daily unless directed otherwise.

A1.1.2. For special events, the AFMC Logo Flag or a combination of AFMC Logo Flag and Ohio State Flag will be flown. Order of placement will be AFMC Flag and Ohio Flag starting from (A) observer's left through (H).

A1.1.3. The above are the only approved combinations of flags.

**A1.2.** On special events the State Flags will be displayed on the Avenue of Flags. The flags will be flown in the order of entry into the Union, starting with Delaware in position 1 through Hawaii in position 50.

**A1.3.** Positions (I) and (J) at entrance to 262 will be used for special purposes to be determined by HQ AFMC Protocol Office.